UTES
Unclassified Test and Evaluation Support
POWERED BY WebSked

UTES How-To Operators Guide

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4 December, 2009

Requesting an Account

1. Using Internet Explorer, type in the following URL: https://utes.cotf.navy.mil

2. Please submit SAAR-N in accordance with this guidance.

3. In addition, request you provide a copy of you IA 8.0 training completion certificate to Scott Higbee as well.

4. Please send a digitally signed e-mail IAW these procedures.

5. Select “Sign Up”.

UTES - Windows Internet Explorer
https://utes.cotf.navy.mil/index.jsp
UTES
SIGN UP | LOGIN
Help
Welcome to UTES
12/31/2012 00:00:00 GMT -- System Authorization Access Request (SAAR-N)
03/01/2010 18:14:44 GMT -- Q1FY11 Fleet Support Request Submissions
01/15/2010 13:26:43 GMT -- Single Sign On Upgrade
09/04/2007 20:57:36 GMT -- US DEPARTMENT OF DEFENSE WARNING STATEMENT

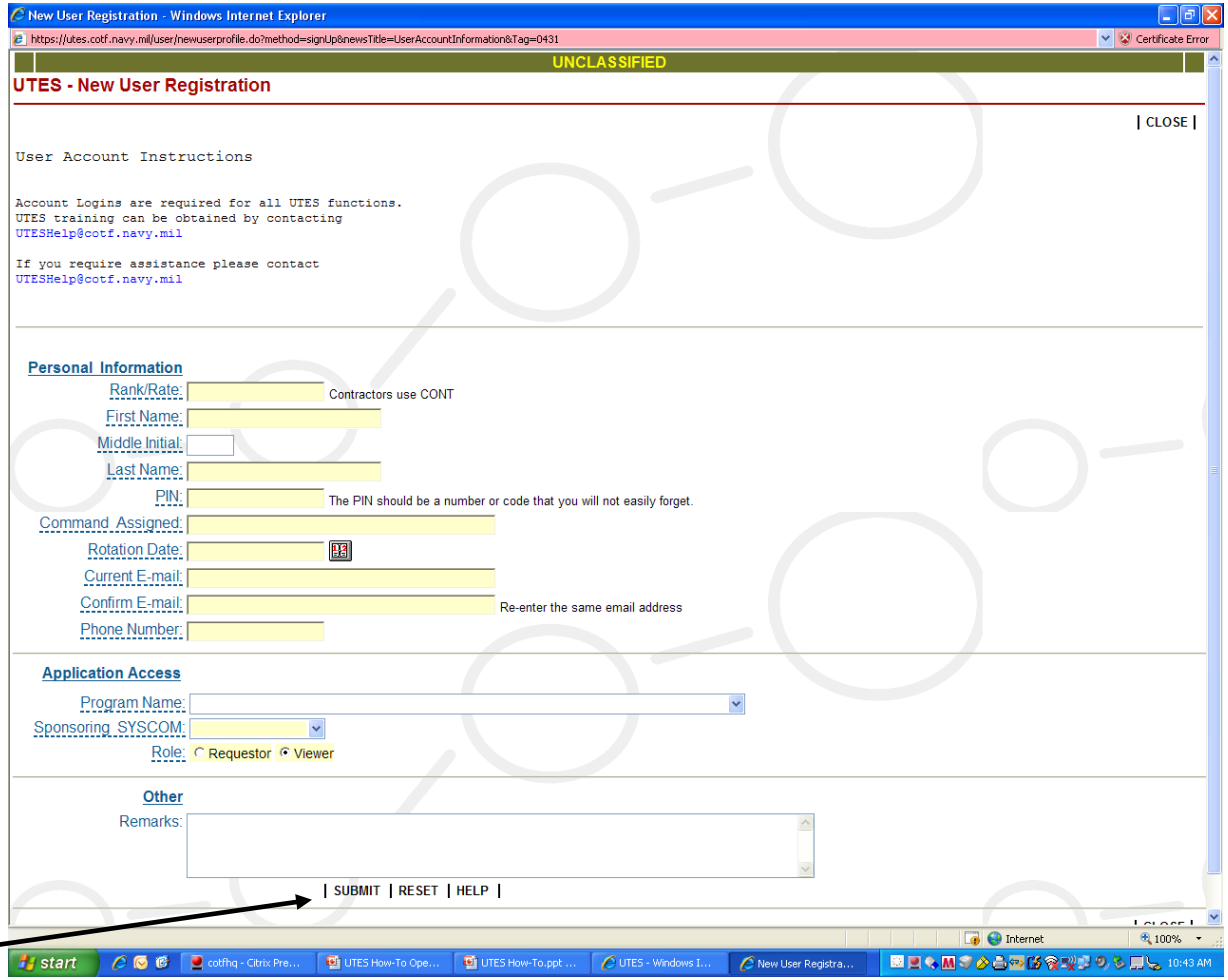
Requesting an Account

6. Fill in the yellow (mandatory fields).

Note: A requestor account will allow users to :
1.Enter Fleet Support Requests.
2.Draft Program Schedules
3.View all Fleet Support requests and program schedules.

A viewer account will only allow users to view all Fleet Support Requests and Program schedules.

If additional permissions are required, contact UTESHelp@cotf.navy.mil



7. Manager and the UTES Resources Manager. Upon submitting your request for an account, an e-mail will automatically alert your applicable T&E accounts Your T&E manager will validate your need for an account and the UTES Resources Manager will establish your account. You will receive an e-mail stating that your account has been established.

Viewing News Items

News items are items which CNO 091/912, COMOPTEVFOR T&E Resource Managers, or SYSCOM T&E Managers determine are worthy of posting.

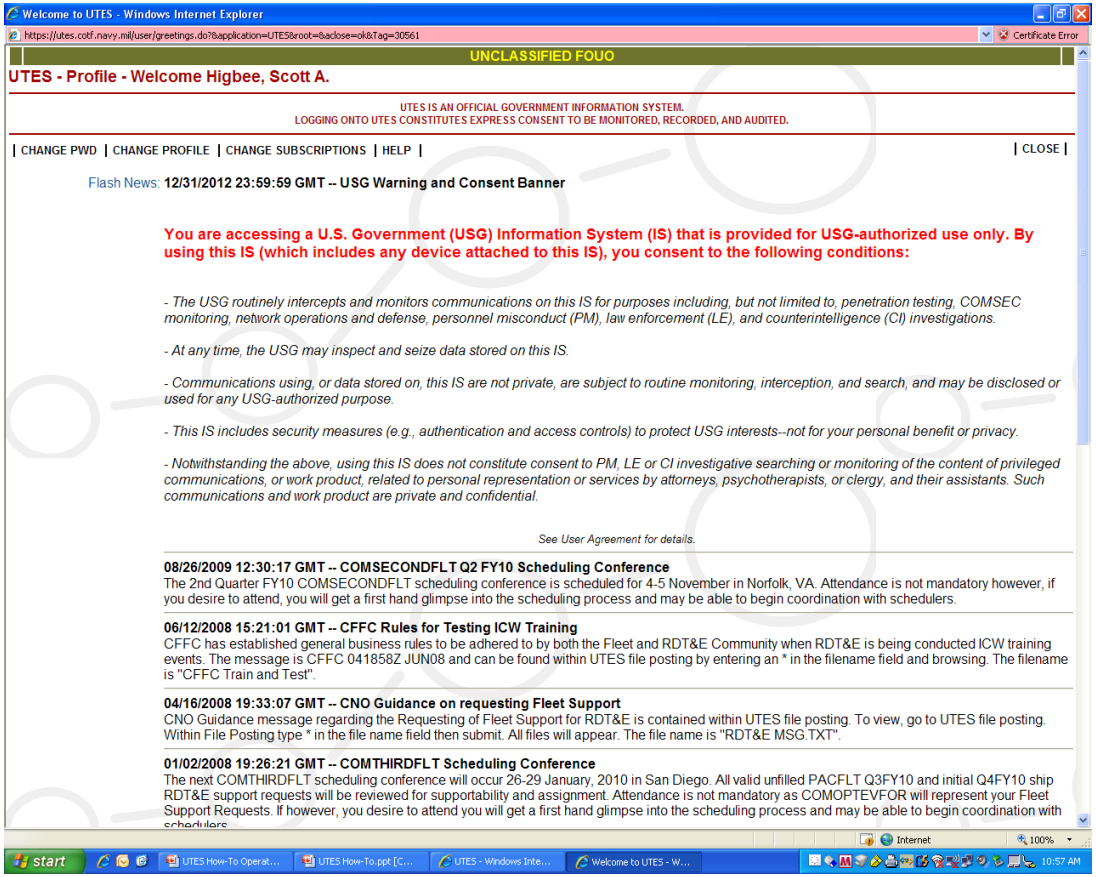
They typically Announce :
1.Upcoming Fleet Scheduling Conferences or other T&E venues.
2. Important Developments in T&E guidance or procedures.
3.Guidance or instructions pertaining to SYSCOM specific procedures.

News items can be viewed from the homepage window either prior to or after logging in.

A drafter of a news item can choose to generate an e-mail to applicable users to alert them that there is an important new item awaiting their viewing.

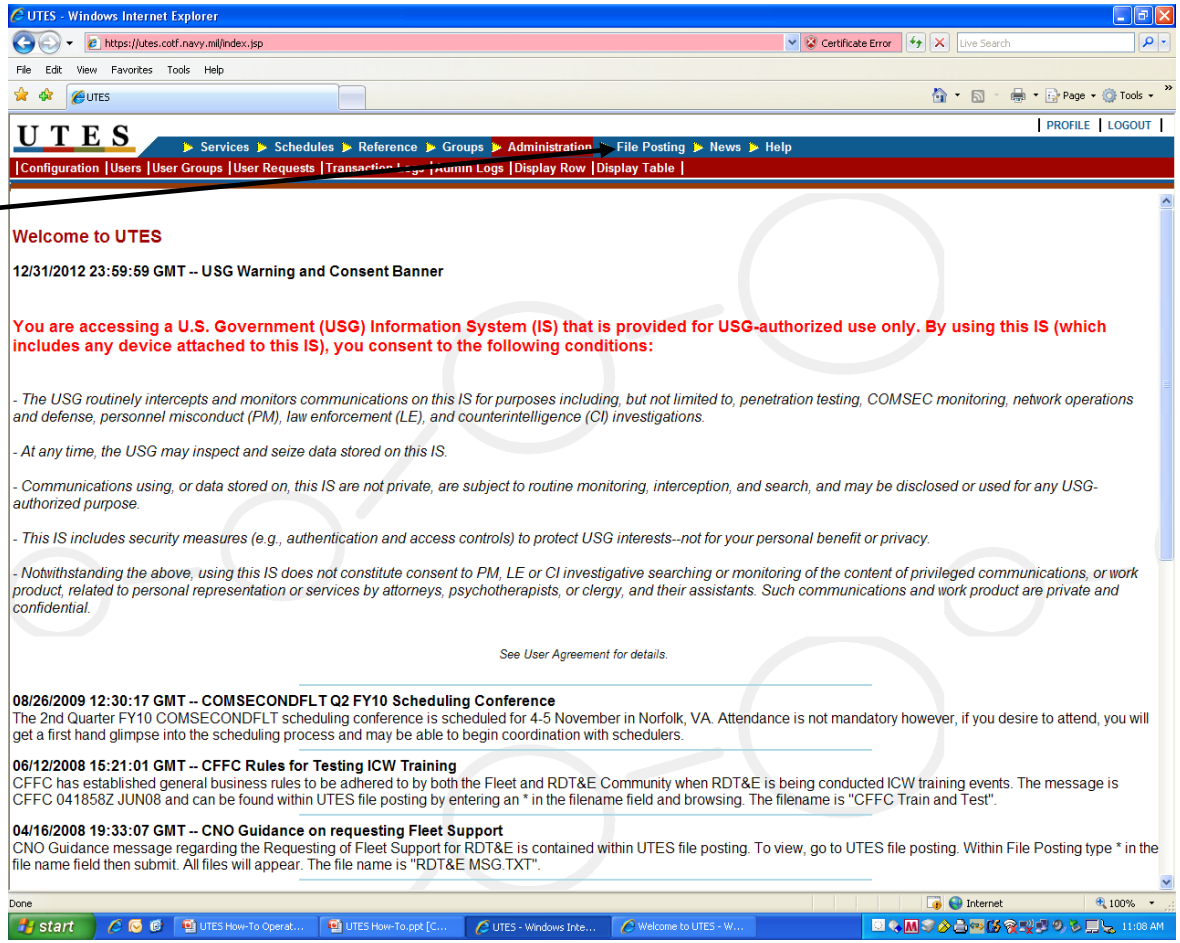
News items are often accompanied by a “file posting”

File postings are files which are not large enough to be displayed in the “news” window. Additionally, a “file posting” could be any document which pertains to a Fleet Support Request such as a portion of a test plan.


Welcome to UTES - Windows Internet Explorer
https://utes.cotf.navy.mil/user/greetings.do?&application=UTES&root=&aclose=ok&Tag=30561
Certificate Error
UNCLASSIFIED FOUO
UTES - Profile - Welcome Higbee, Scott A.
UTES IS AN OFFICIAL GOVERNMENT INFORMATION SYSTEM.
LOGGING ONTO UTES CONSTITUTES EXPRESS CONSENT TO BE MONITORED, RECORDED, AND AUDITED.
| CHANGE PWD | CHANGE PROFILE | CHANGE SUBSCRIPTIONS | HELP |
| CLOSE |
Flash News: 12/31/2012 23:59:59 GMT -- USG Warning and Consent Banner
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.
See User Agreement for details.
08/26/2009 12:30:17 GMT -- COMSECONDFLT Q2 FY10 Scheduling Conference
The 2nd Quarter FY10 COMSECONDFLT scheduling conference is scheduled for 4-5 November in Norfolk, VA. Attendance is not mandatory however, if you desire to attend, you will get a first hand glimpse into the scheduling process and may be able to begin coordination with schedulers.
06/12/2008 15:21:01 GMT -- CFFC Rules for Testing ICW Training
CFFC has established general business rules to be adhered to by both the Fleet and RDT&E Community when RDT&E is being conducted ICW training events. The message is CFFC 041858Z JUN08 and can be found within UTES file posting by entering an * in the filename field and browsing. The filename is "CFFC Train and Test".
04/16/2008 19:33:07 GMT -- CNO Guidance on requesting Fleet Support
CNO Guidance message regarding the Requesting of Fleet Support for RDT&E is contained within UTES file posting. To view, go to UTES file posting. Within File Posting type * in the file name field then submit. All files will appear. The file name is "RDT&E MSG.TXT".
01/02/2008 19:26:21 GMT -- COMTHIRDFLT Scheduling Conference
The next COMTHIRDFLT scheduling conference will occur 26-29 January, 2010 in San Diego. All valid unfilled PACFLT Q3FY10 and initial Q4FY10 ship RDT&E support requests will be reviewed for supportability and assignment. Attendance is not mandatory as COMOPTEVFOR will represent your Fleet Support Requests. If however, you desire to attend you will get a first hand glimpse into the scheduling process and may be able to begin coordination with
Internet
100%
start
UTES How-To Operat...
UTES How-To.ppt [C...
UTES - Windows Inte...
Welcome to UTES - W...
10:57 AM

News items and File Postings

1. To view a “File Posting”, select “File Posting”.


UTES - Windows Internet Explorer
https://utes.cotf.navy.mil/index.jsp
Certificate Error
File Edit View Favorites Tools Help
UTES
Page Tools
UTES
PROFILE | LOGOUT
Services Schedules Reference Groups Administration File Posting News Help
Configuration | Users | User Groups | User Requests | Transaction Logs | Admin Logs | Display Row | Display Table
Welcome to UTES
12/31/2012 23:59:59 GMT -- USG Warning and Consent Banner
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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.
See User Agreement for details.
08/26/2009 12:30:17 GMT -- COMSECONDFLT Q2 FY10 Scheduling Conference
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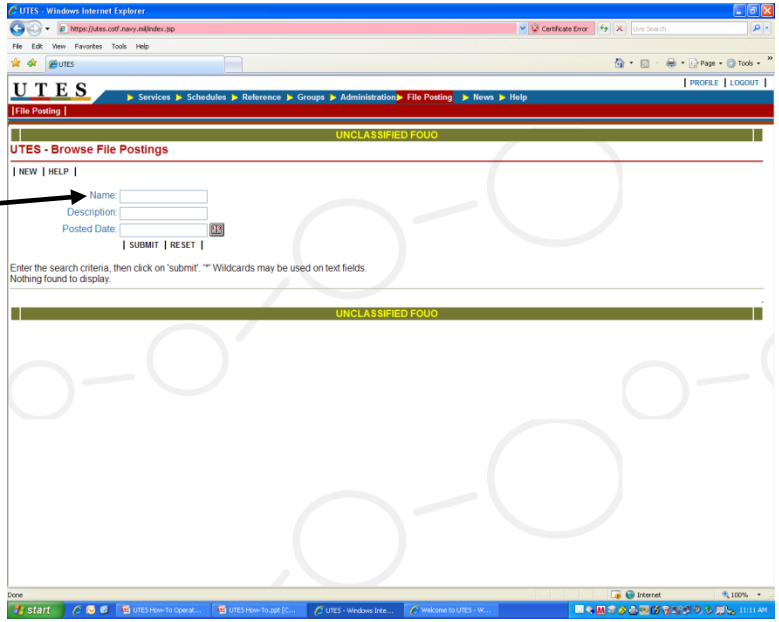
Done
Internet
100%
start
UTES How-To Operat...
UTES How-To.ppt [C...
UTES - Windows Inte...
Welcome to UTES - W...
11:08 AM

File Postings

2. Enter an “*” in the “Name” field and select “submit”.



This will return a list of “file postings” along with a brief description of the file.

3. Simply select the “blue highlighted” file title to view, save, or print the attached file.

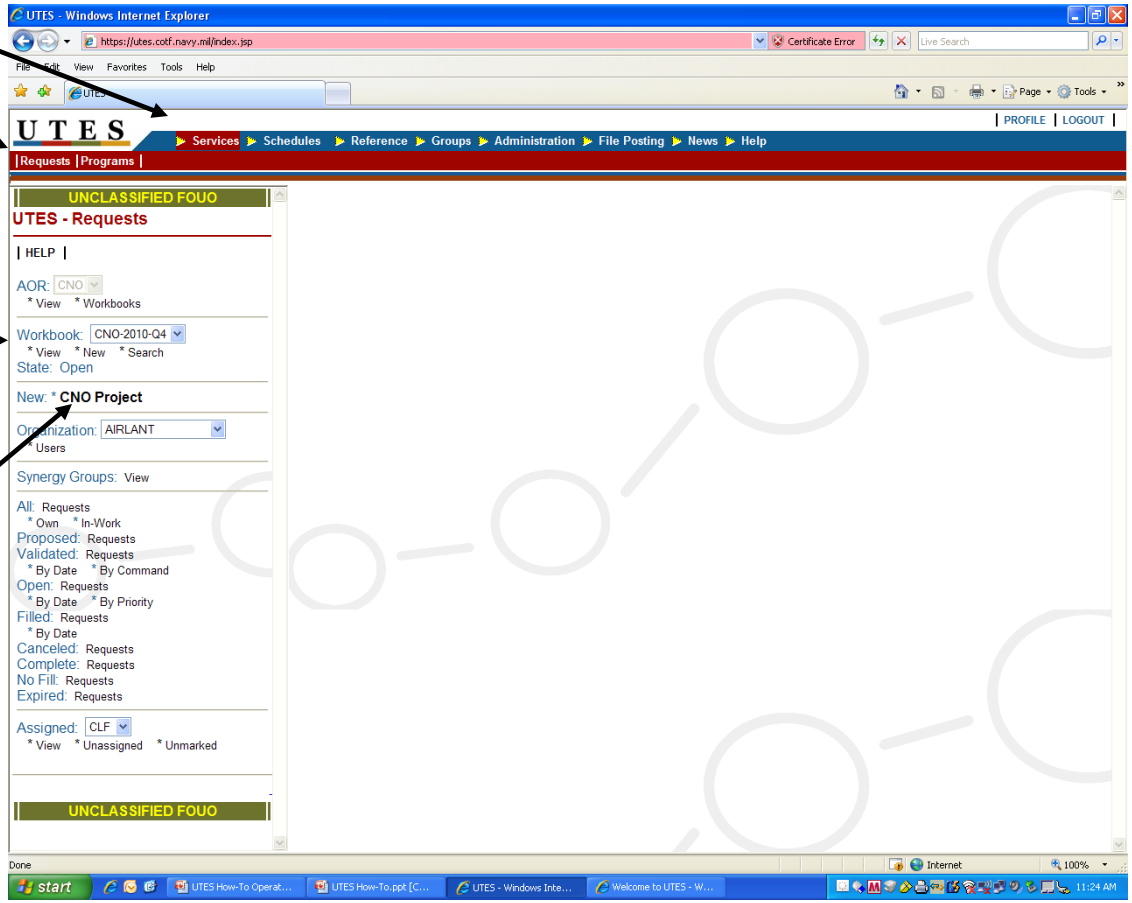
UTES - Windows Internet Explorer
UTES
Services Schedules Reference Groups Administration File Posting News Help
PROFILE LOGOUT
File Posting
UNCLASSIFIED FOUO
UTES - Browse File Postings
NEW HELP
Name: *
Description:
Posted Date:
SUBMIT RESET
Enter the search criteria, then click on 'submit'. '*' Wildcards may be used on text fields.
20 items found, displaying all items.
Name | Description | Posted Date | Posted By | File Size
N-UCAS FILE | 08/11/2008 22:00:17 | CIV SCOTT A. Higbee | 27136
CALLFORQ3Q4FY09 Fleet Support Requests | This document from CNO 912 solicits All Navy Q3 and Q4FY09 Fleet Support Requests with an established deadline of 9 January 2009. Note that SYSCOMs may require the input earlier. | 10/01/2008 21:44:45 | CIV Scott A. Higbee | 20286
Combined_AT_ SEA U/W periods | This document lists several potential underway events which may facilitate some RDT&E. | 02/10/2009 23:24:08 | CIV Scott A. Higbee | 55115
RDT&E Scheduling Process message | Message contains guidance on RDT&E Support Process. | 04/16/2008 19:28:43 | CIV SCOTT A. Higbee | 13443
199025 1st Quarter RDT&E Support Req 2010.pdf | 03/31/2009 17:21:16 | CIV Scott A. Higbee | 20390
Template | Template for RDT&E submission to SYSCOM/CNO 912. | 06/11/2007 18:38:35 | CIV SCOTT A. Higbee | 42496
Ship and SSN movement classification | This message provides guidance on the classification of movements for ship and SSNs. All review. | 03/26/2007 18:28:17 | CIV SCOTT A. Higbee | 1257425
NAVSEAINST 3960.2D NAVSEA Policy on T&E | NAVSEA Policy on Test & Evaluation dated 1989. This instruction is currently under revision. | 03/29/2007 05:58:05 | LT Eugene S. Lee | 762981
NAVSEAINST 9410.2 Naval Warfare System Certification Policy | NAVSEAINST 9410.2 governs the Naval Warfare System Certification Policy. | 03/29/2007 06:04:52 | LT Eugene S. Lee | 7215567
NAVSEA Total Ship Test Program manual | The NAVSEA TSTP Manual governs the planning, organizing, and execution of Total Ship Testing for all US Navy non-nuclear powered surface ships. This manual is currently under revision. | 03/29/2007 06:12:53 | LT Eugene S. Lee | 3027236
NAVSEA - CJSCI 6212.01C - Interoperability and | CJCSI 6212.01C is the reference document governing Net Ready Key Performance | 03/29/2007 | LT Eugene S. | 1181788

Requesting Fleet Support for RDT&E

1. Select “Services” and then “Requests”.

2. Select the applicable quarterly workbook from the drop down window (quarter in which you require services).

3. Select “New CNO Project”



Requesting Fleet Support for RDT&E

4. Select desired Fleet in which you require services from the drop down menu.

5. Confirm your contact information is correct or change to reflect contact information for your desired contact person.

6. Select your Program Test and Evaluation Identification Number (TEIN) and Title from the drop-down menu.

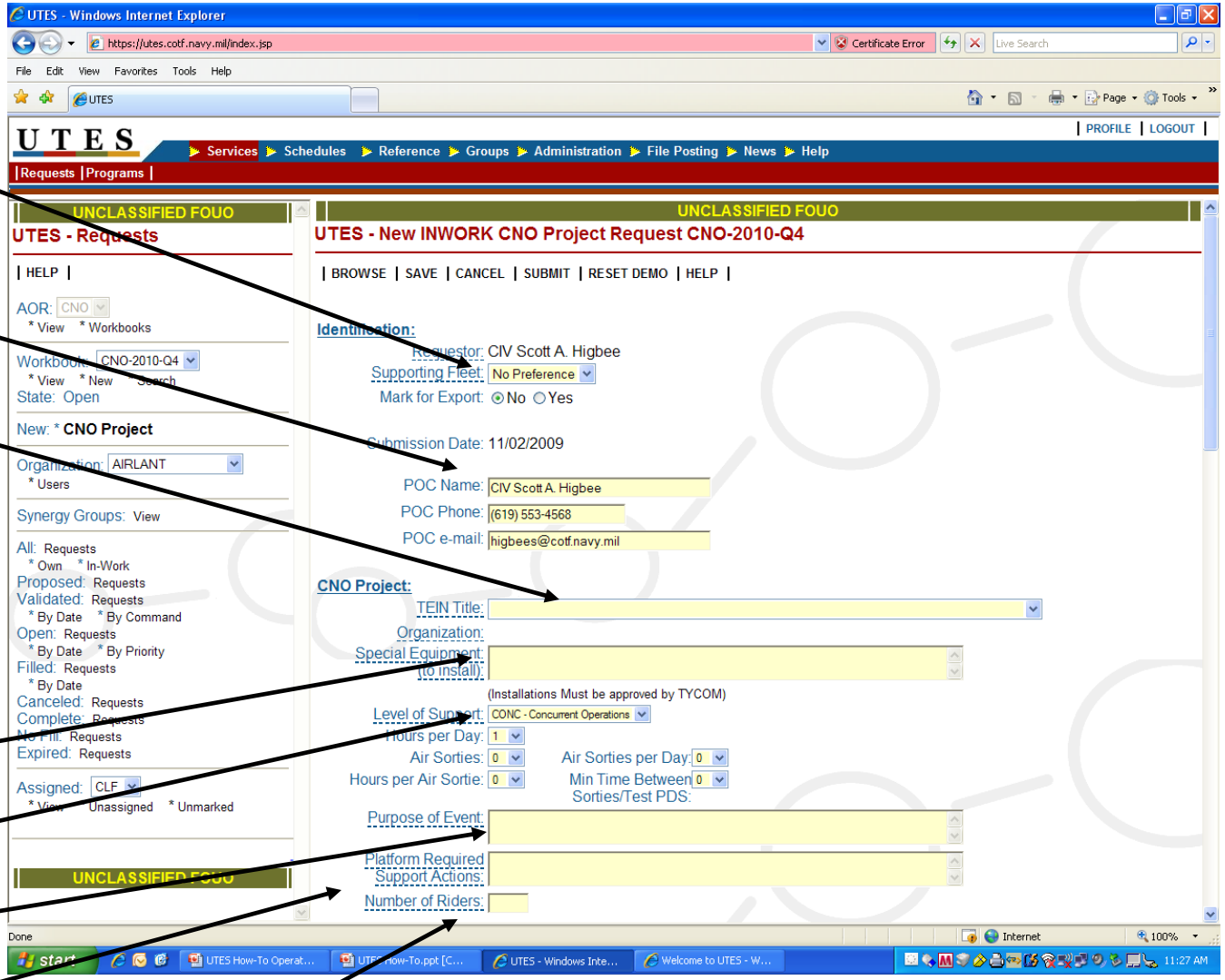
Note that the field titles have a dashed line underneath. Move your cursor over the field title to obtain a description of the data which should be entered in each field.

7. Enter Special Equipment information.

8. Enter Level of Support required.

9. Enter Purpose of Event.

10. Enter Actions required by the



11. Enter number of test personnel required to embark.

Requesting Fleet Support for RDT&E

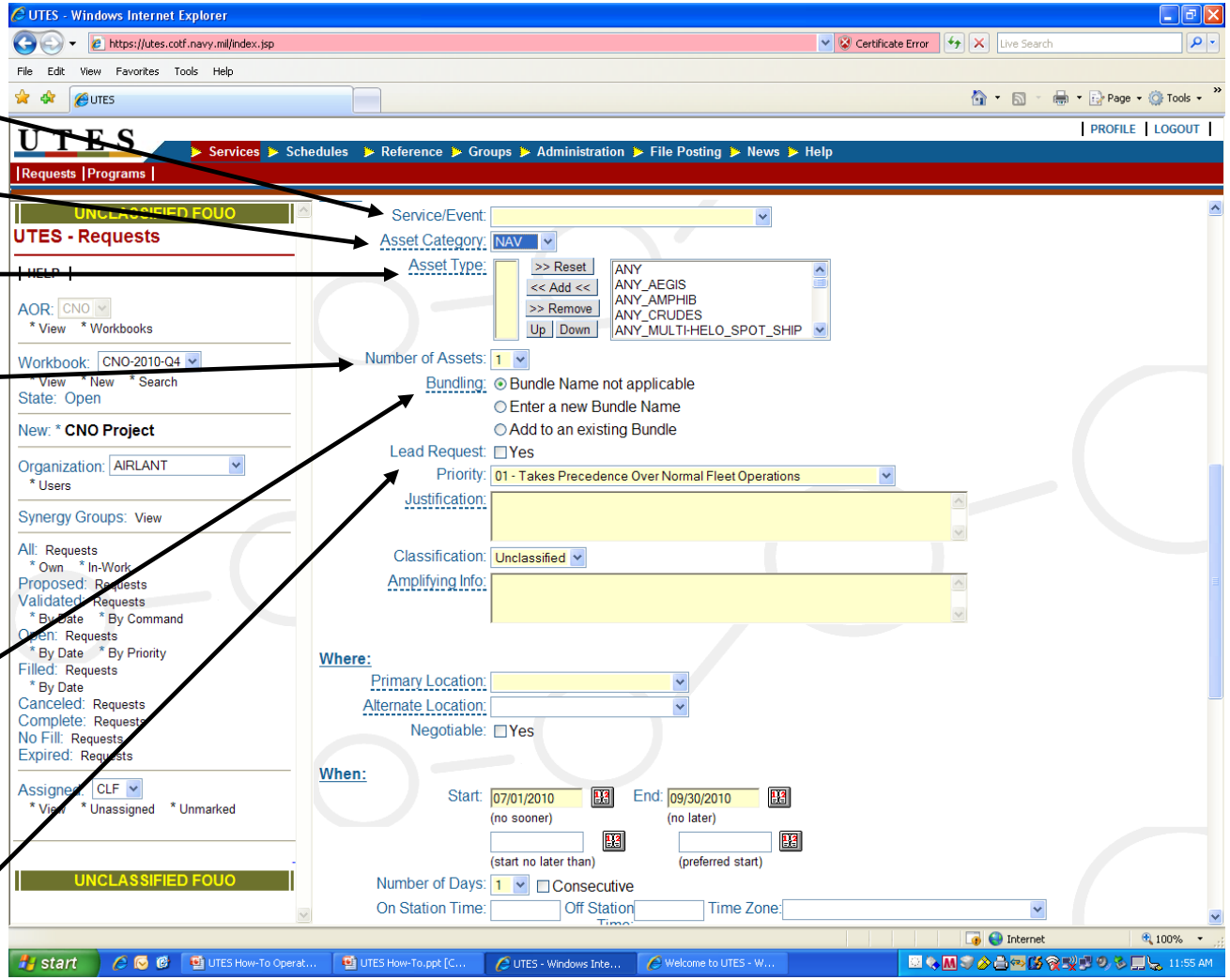
12. Enter the event type from the drop down menu.

13. Select asset category from the drop down menu.

14. Select the asset type from the drop down menu.

15. Enter the number of assets requested from the drop down menu. Note that if you need two different types of assets (a DDG and an SSN) then you will submit two separate requests and this field will state “1”. This field should only list more than 1 if you are requesting more than 1 asset of the same exact type (F/A-18 for example).

16. “Bundle” A bundle is a way of forming a group of assets which must support testing concurrently. If you need to request more than 1 asset for a test, you may bundle multiple separate requests by associating them with a bundle name. If only 1 platform is required then a bundle name is not applicable. The lead request is typically assigned to the



Requesting Fleet Support for RDT&E

17. Select your recommended priority level from the drop down menu.

18. List justification for the priority. If priority 1 is assigned, list the late of the signed priority letter from CNO 912.

19. List any Amplifying Information pertaining to the asset required (also used for any free-field remarks).

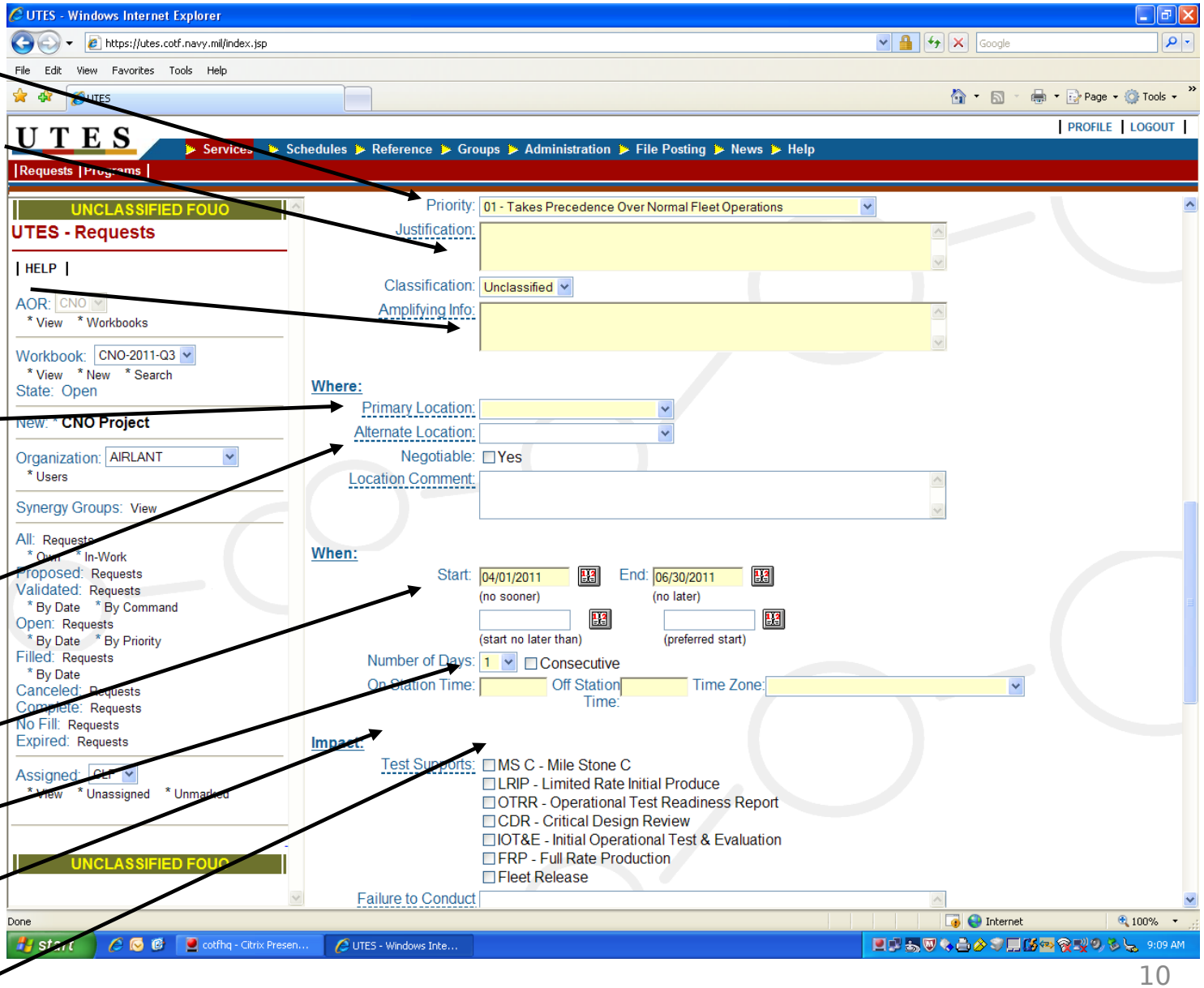
20. Select Primary Location from the drop down menu. If your exact location is not listed, select the closest location and annotate exact location in the location n comment field.

21. Select Alternate acceptable location (if applicable) and check yes if negotiable.

22. Enter desired start and end dates.

23. Enter number of days asset is required.

24. Check if the

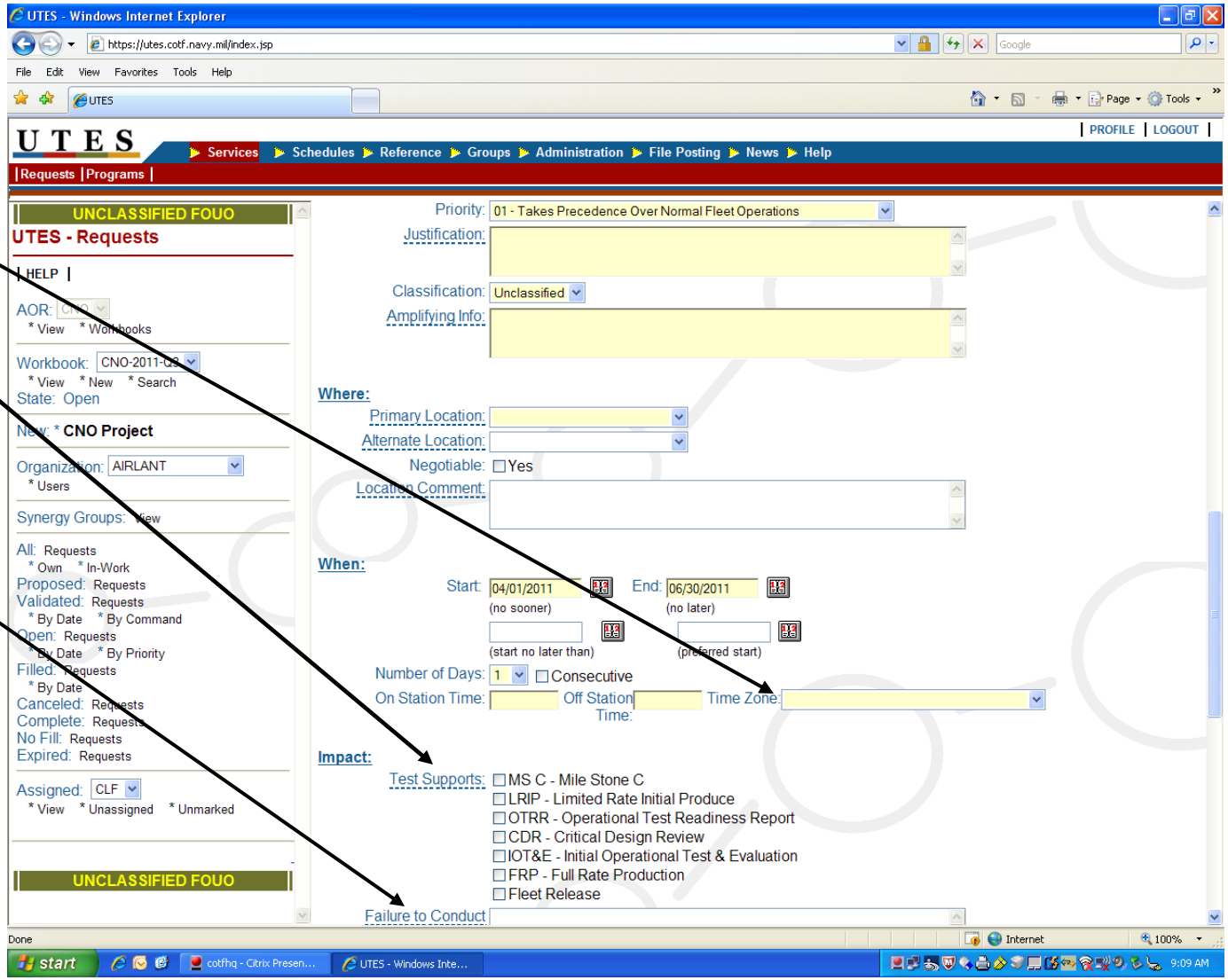


Fleet Support Request for RDT&E

26. Choose “Time Zone” (only if specific on station times are entered (mandatory for aircraft).

27. Check appropriate box pertaining to test. If none of these boxes are accurate do not select any .

28. Enter impact to the program schedule, funding, or other impacts should services not be provided.



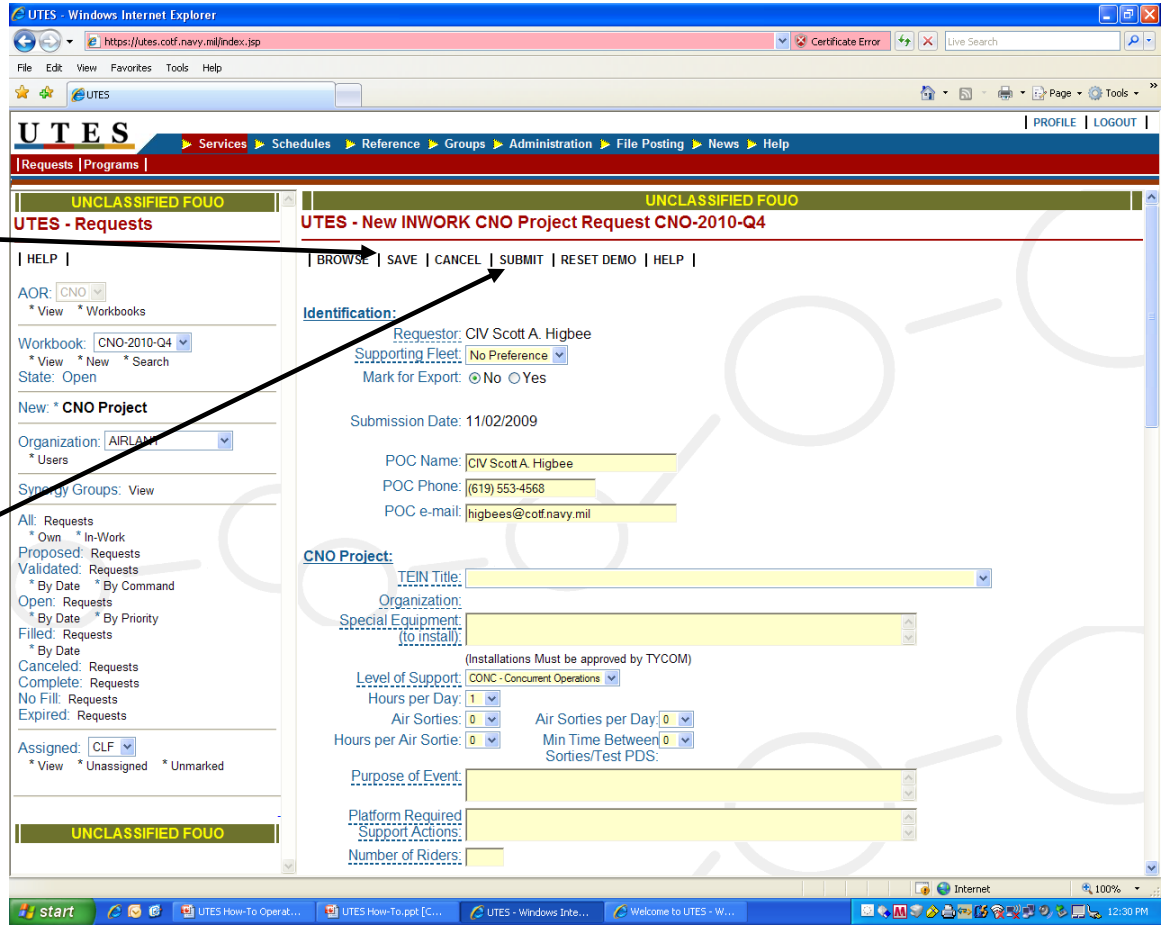
Requesting Fleet Support for RDT&E

29. Return to the top of the Template.

30. Select “Save” to save the form with the data which you entered. This can be reviewed or edited at a later time.

Or

31. Select “Submit” if you are ready to submit the information you have entered. Once you submit the request you will not be able to edit it. An automatic e-mail will alert your T&E Manager that there is a request awaiting his/her validation. The request will be in a “proposed” state until which time it is validated.



Requesting Fleet Support for RDT&E and Collaboration

Note: Upon submitting your Fleet Support Request, UTES may identify some opportunities for collaboration. UTES may return one or more Fleet Support Requests in which other programs require similar test assets as yours.

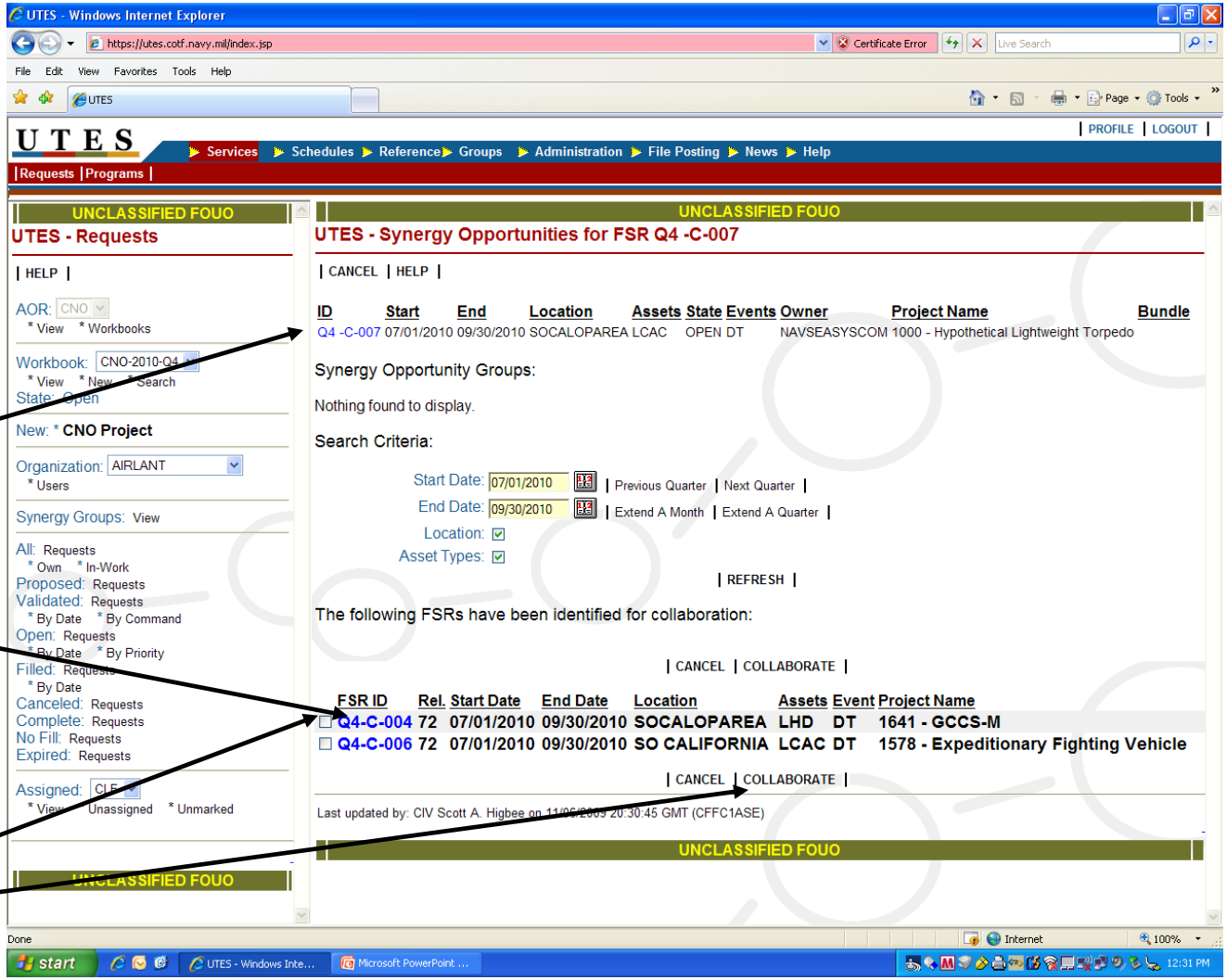
If UTES returns a screen consisting of other FSR's, please review them to determine if you might consider combining test efforts with applicable requests.

Other similar requests including a relativity (Rel) score.

1. To view each request, click on the blue request identifier.
The FSR will appear. After review you may choose to collaborate with the requester in order to improve chances of gaining fleet support by maximizing limited asset available test time.

2. To collaborate, place a check in the collaborate box and select "collaborate".

An automatic e-mail will be



Choosing to collaborate does not lock you into combining test efforts. It merely allows for information exchange and

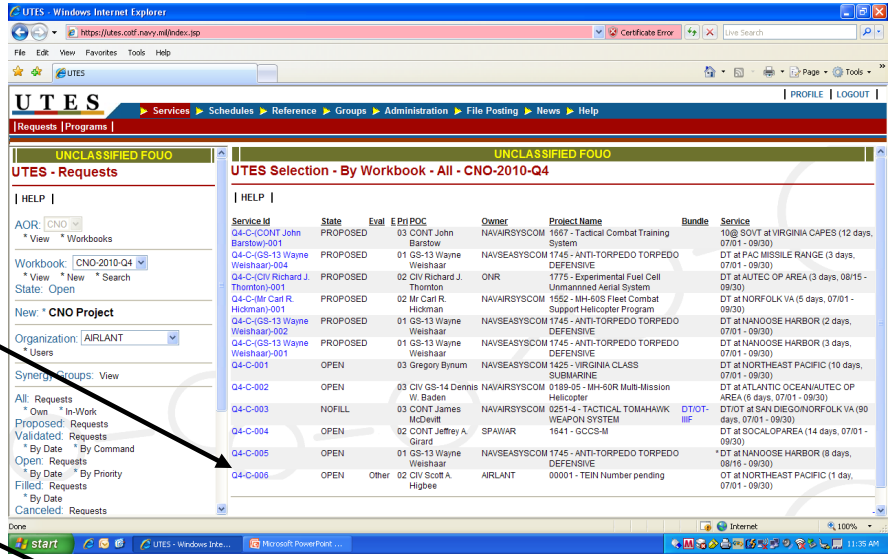
Select "cancel" if you do not desire to collaborate with any other program test events. Your request will be submitted.

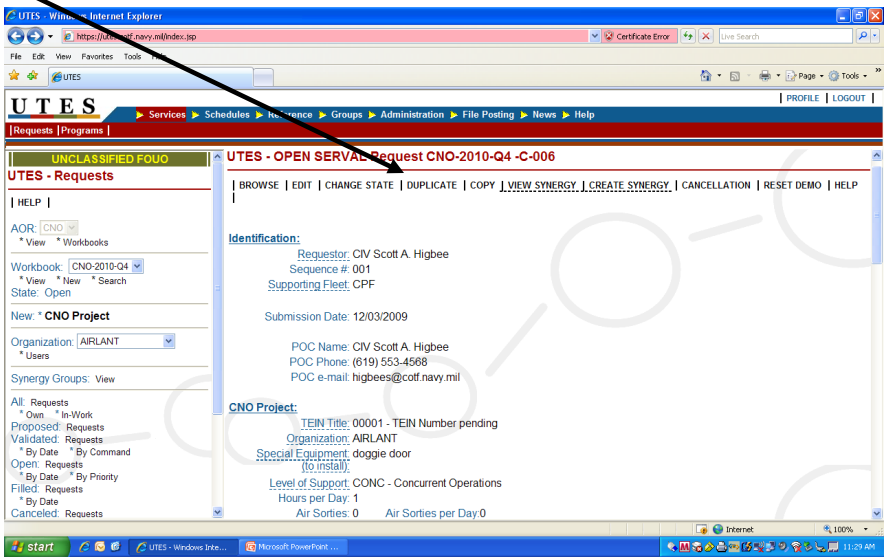
Duplicating a Request Within the Same Quarter

If you have multiple requests to enter during a given quarter you may use this function to avoid having to populate all fields on every new request.

1.After saving or submitting a fleet request within the applicable quarter, select your request by clicking on the blue service ID number.

2.When your request appears, select “duplicate”.


UTES - Windows Internet Explorer
U T E S
Services ▶ Schedules ▶ Reference ▶ Groups ▶ Administration ▶ File Posting ▶ News ▶ Help
Requests | Programs
PROFILE | LOGOUT
UNCLASSIFIED FOUO
UTES - Requests
UTES Selection - By Workbook - All - CNO-2010-Q4
Service Id | State | Eval | Pri | POC | Owner | Project Name | Bundle | Service
Q4-C-(CONT John Barstow)-001 | PROPOSED | 03 | CONT John Barstow | NAVAIRSYSCOM | 1667 - Tactical Combat Training System | | 10@ SOVT at VIRGINIA CAPES (12 days, 07/01 - 09/30)
Q4-C-(GS-13 Wayne Weishaar)-004 | PROPOSED | 01 | GS-13 Wayne Weishaar | NAVSEASYSCOM | 1745 - ANTI-TORPEDO TORPEDO DEFENSIVE | | DT at PAC MISSILE RANGE (3 days, 07/01 - 09/30)
Q4-C-(CIV Richard J. Thornton)-001 | PROPOSED | 02 | CIV Richard J. Thornton | ONR | 1775 - Experimental Fuel Cell Unmannned Aerial System | | DT at AUTEC OP AREA (3 days, 08/15 - 09/30)
Q4-C-(Mr Carl R. Hickman)-001 | PROPOSED | 02 | Mr Carl R. Hickman | NAVAIRSYSCOM | 1552 - MH-60S Fleet Combat Support Helicopter Program | | DT at NORFOLK VA (5 days, 07/01 - 09/30)
Q4-C-(GS-13 Wayne Weishaar)-002 | PROPOSED | 01 | GS-13 Wayne Weishaar | NAVSEASYSCOM | 1745 - ANTI-TORPEDO TORPEDO DEFENSIVE | | DT at NANOOSE HARBOR (2 days, 07/01 - 09/30)
Q4-C-(GS-13 Wayne Weishaar)-001 | PROPOSED | 01 | GS-13 Wayne Weishaar | NAVSEASYSCOM | 1745 - ANTI-TORPEDO TORPEDO DEFENSIVE | | DT at NANOOSE HARBOR (3 days, 07/01 - 09/30)
Q4-C-001 | OPEN | | 03 | Gregory Bynum | NAVSEASYSCOM | 1425 - VIRGINIA CLASS SUBMARINE | | DT at NORTHEAST PACIFIC (10 days, 07/01 - 09/30)
Q4-C-002 | OPEN | | 03 | CIV GS-14 Dennis W. Baden | NAVAIRSYSCOM | 0189-05 - MH-60R Multi-Mission Helicopter | | DT at ATLANTIC OCEAN/AUTEC OP AREA (6 days, 07/01 - 09/30)
Q4-C-003 | NOFILL | | 03 | CONT James McDevitt | NAVAIRSYSCOM | 0251-4 - TACTICAL TOMAHAWK WEAPON SYSTEM | DT/OT-IIIF | DT/OT at SAN DIEGO/NORFOLK VA (90 days, 07/01 - 09/30)
Q4-C-004 | OPEN | | 02 | CONT Jeffrey A. Girard | SPAWAR | 1641 - GCCS-M | | DT at SOCALOPAREA (14 days, 07/01 - 09/30)
Q4-C-005 | OPEN | | 01 | GS-13 Wayne Weishaar | NAVSEASYSCOM | 1745 - ANTI-TORPEDO TORPEDO DEFENSIVE | | DT at NANOOSE HARBOR (8 days, 08/16 - 09/30)
Q4-C-006 | OPEN | Other | 02 | CIV Scott A. Higbee | AIRLANT | 00001 - TEIN Number pending | | OT at NORTHEAST PACIFIC (1 day, 07/01 - 09/30)

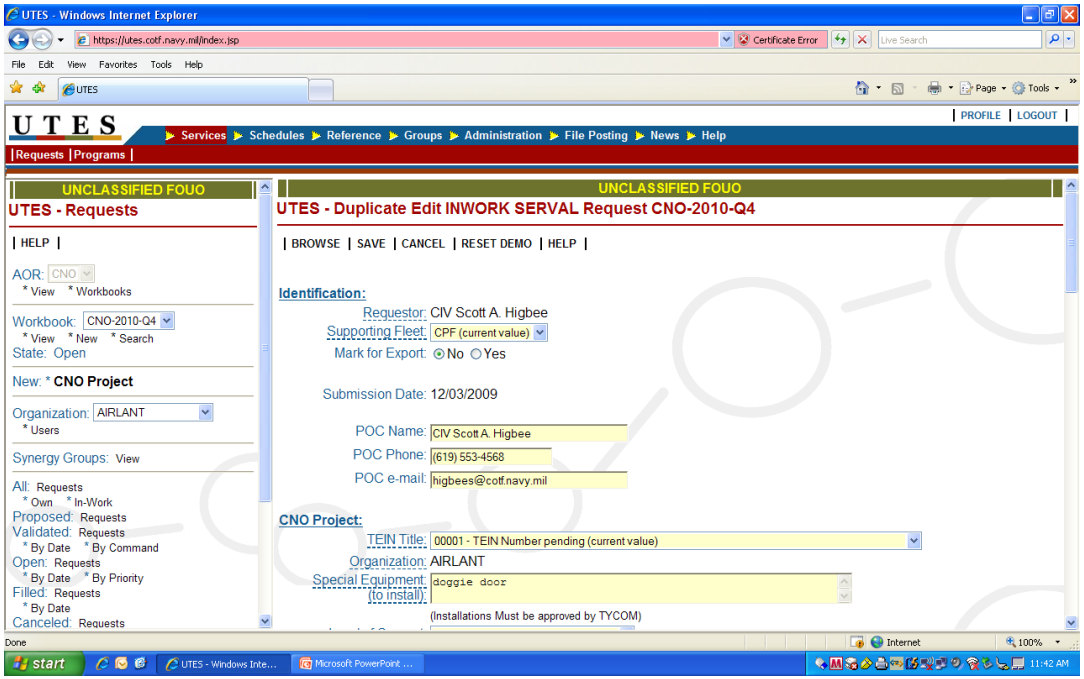

UTES - Windows Internet Explorer
U T E S
Services ▶ Schedules ▶ Reference ▶ Groups ▶ Administration ▶ File Posting ▶ News ▶ Help
Requests | Programs
PROFILE | LOGOUT
UNCLASSIFIED FOUO
UTES - Requests
UTES - OPEN SERVAL Request CNO-2010-Q4 -C-006
BROWSE | EDIT | CHANGE STATE | DUPLICATE | COPY | VIEW SYNERGY | CREATE SYNERGY | CANCELLATION | RESET DEMO | HELP
Identification:
Requestor: CIV Scott A. Higbee
Sequence #: 001
Supporting Fleet: CPF
Submission Date: 12/03/2009
POC Name: CIV Scott A. Higbee
POC Phone: (619) 553-4568
POC e-mail: higbees@cotf.navy.mil
CNO Project:
TEIN Title: 00001 - TEIN Number pending
Organization: AIRLANT
Special Equipment (to install): doggie door
Level of Support: CONC - Concurrent Operations
Hours per Day: 1
Air Sorties: 0
Air Sorties per Day: 0

Duplicating a Request Within the Same Quarter

3. UTES will generate a new INWORK Fleet Support Request Template containing the same information as your previous request. Make desired changes to reflect your new request. Once you make the changes you must “save” the request. Once “save”, you can edit and then “submit “the request for action.

You can do this as many times as you need to until all of your requests within the same quarter have been entered in UTES.

If you need to draft a request for a later quarter, you should use the “Copy” Function at the top of your saved or submitted request. See pages 16-17.

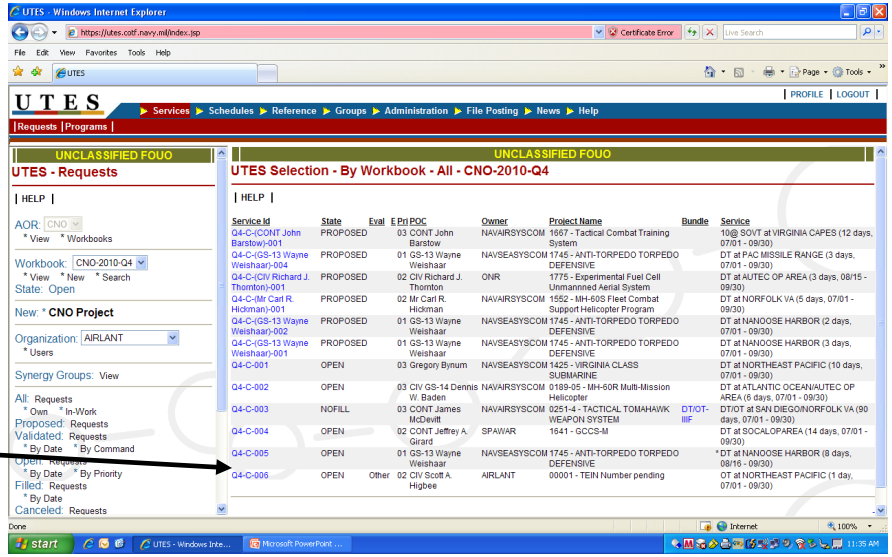


Be aware that your request will not be acted upon until you “submit” it.

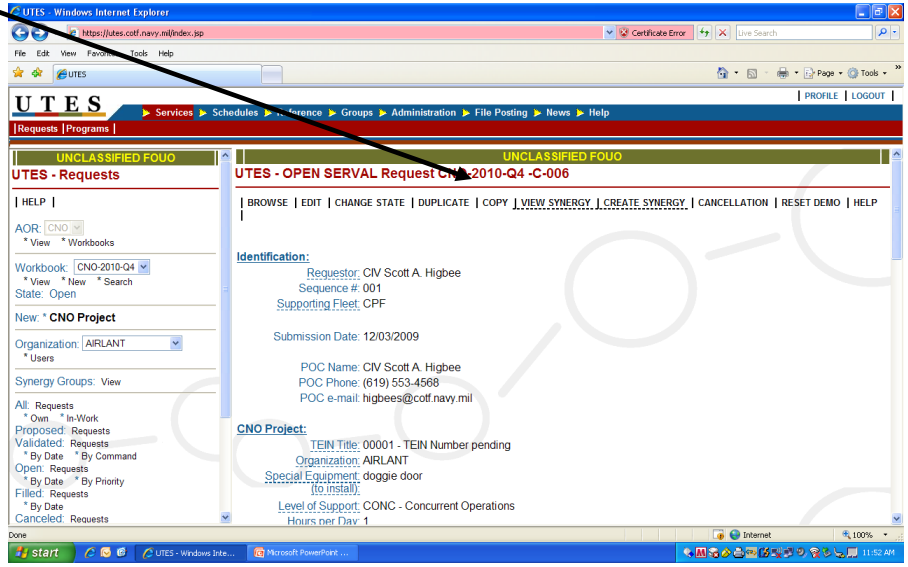
Copying a Fleet Support Request into Another Quarter

If you need to enter Fleet Support Requests into a later quarter, you may use the ”Copy” Function of a Fleet Support Request which you have previously saved or submitted. Example. Your test event may carry-over from one quarter to the next, or you need to schedule two similar tests in two separate quarters.

1.Select your Fleet Support Request from a previous quarter by clicking on the blue service ID tab.

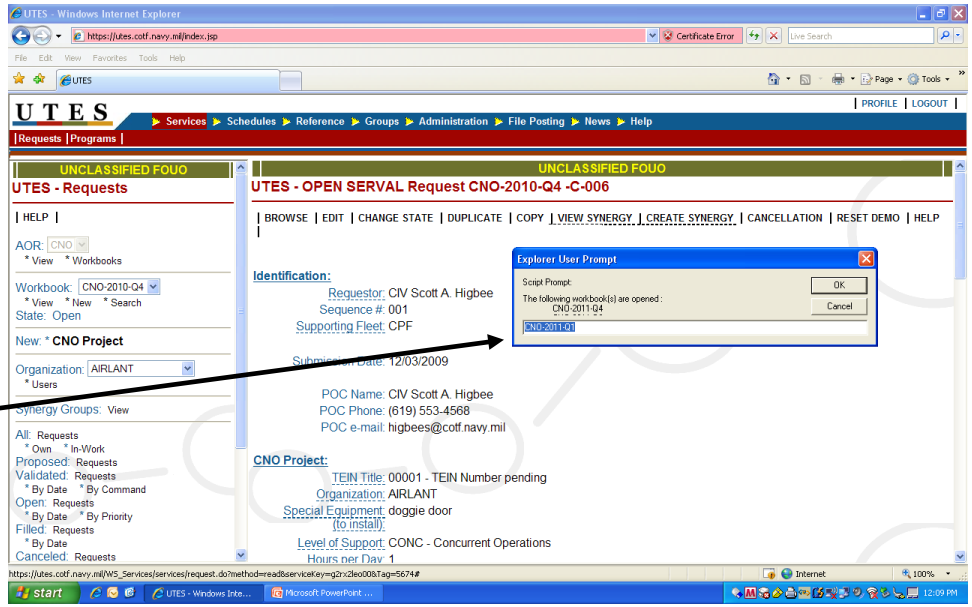

UTES - Windows Internet Explorer
UTES
Services Schedules Reference Groups Administration File Posting News Help
Requests Programs
UNCLASSIFIED FOUO
UTES - Requests
UTES Selection - By Workbook - All - CNO-2010-Q4

2.When your request appears, select “copy”.

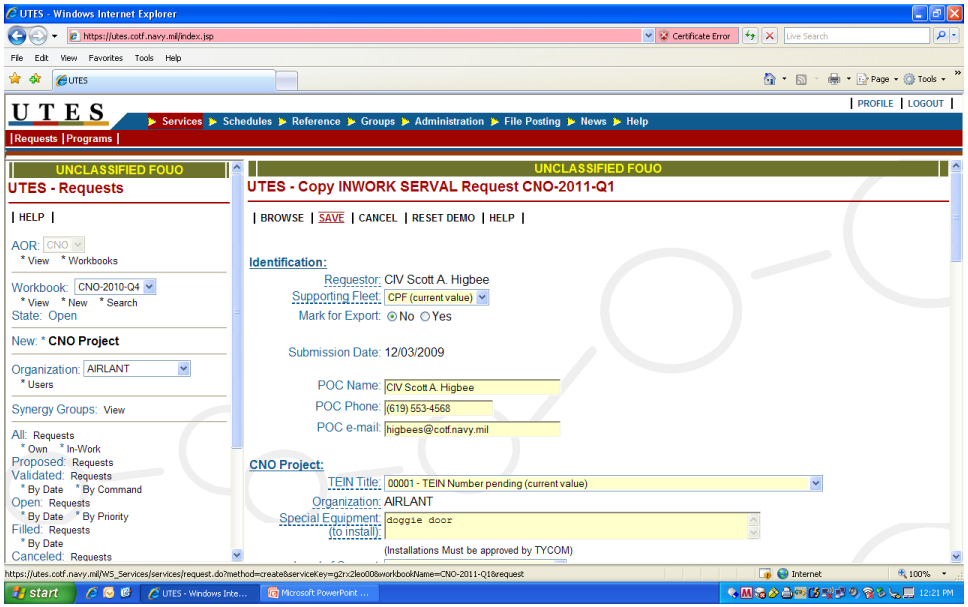

UTES - Windows Internet Explorer
UTES
Services Schedules Groups Administration File Posting News Help
Requests Programs
UNCLASSIFIED FOUO
UTES - Requests
UTES - OPEN SERVAL Request CNO-2010-Q4 -C-006
BROWSE | EDIT | CHANGE STATE | DUPLICATE | COPY | VIEW SYNERGY | CREATE SYNERGY | CANCELLATION | RESET DEMO | HELP
Identification:
Requestor: CIV Scott A. Higbee
Sequence #: 001
Supporting Fleet: CPF
Submission Date: 12/03/2009
POC Name: CIV Scott A. Higbee
POC Phone: (619) 553-4568
POC e-mail: higbees@cotf.navy.mil
CNO Project:
TEIN Title: 00001 - TEIN Number pending
Organization: AIRLANT
Special Equipment (to install): doggie door
Level of Support: CONC - Concurrent Operations
Hours per Day: 1

Copying a Fleet Support Request Into Another Quarter

3. Enter the quarter in which you desire to enter your new request, then select “OK”. Note that the quarter must be “open”. If the quarterly workbook has already closed because the Fleet Support Request submission deadline has passed then the request will have to be submitted via “emergent message”. If the quarter in which you need to submit your request is a future quarter which is not yet opened, contact uteshelp@cotf.navy.mil and the quarterly workbook will be opened.



4. Your fleet support request will appear. Edit the request template to include your fleet support requirements for this new quarter and select “save “. Note that in order to “submit” this request for action, you will need to go back and select the “all requests” tab on the left of the screen. When the list appears, select your request. When your request appears, select “edit” and then you will be able to “submit” your requests.

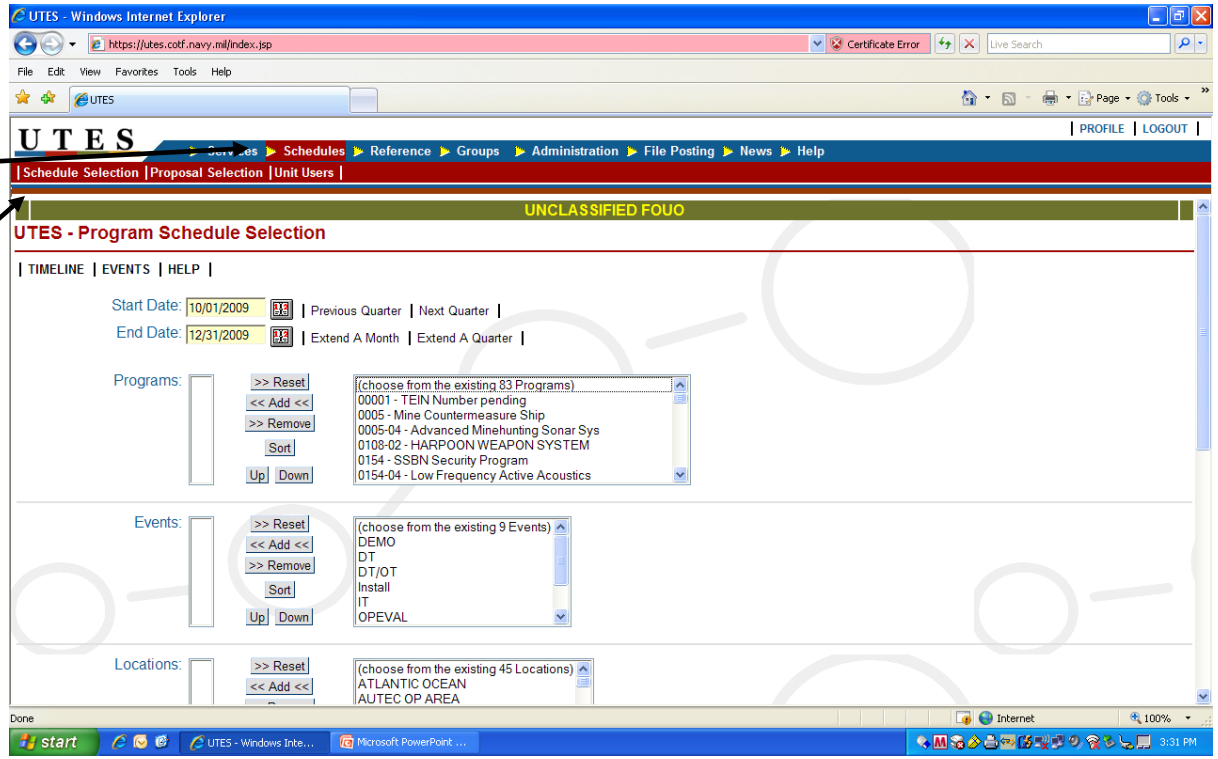


Viewing Program/Project Milestone Schedules

The Program Schedules Application allows users to view any program schedule which has been built within UTES and designated as a “Public” schedule.

1.To View program schedules for identification of collaboration opportunities or to use during briefs or meetings, select “Schedules”.

2.Then select “Schedule Selection”.

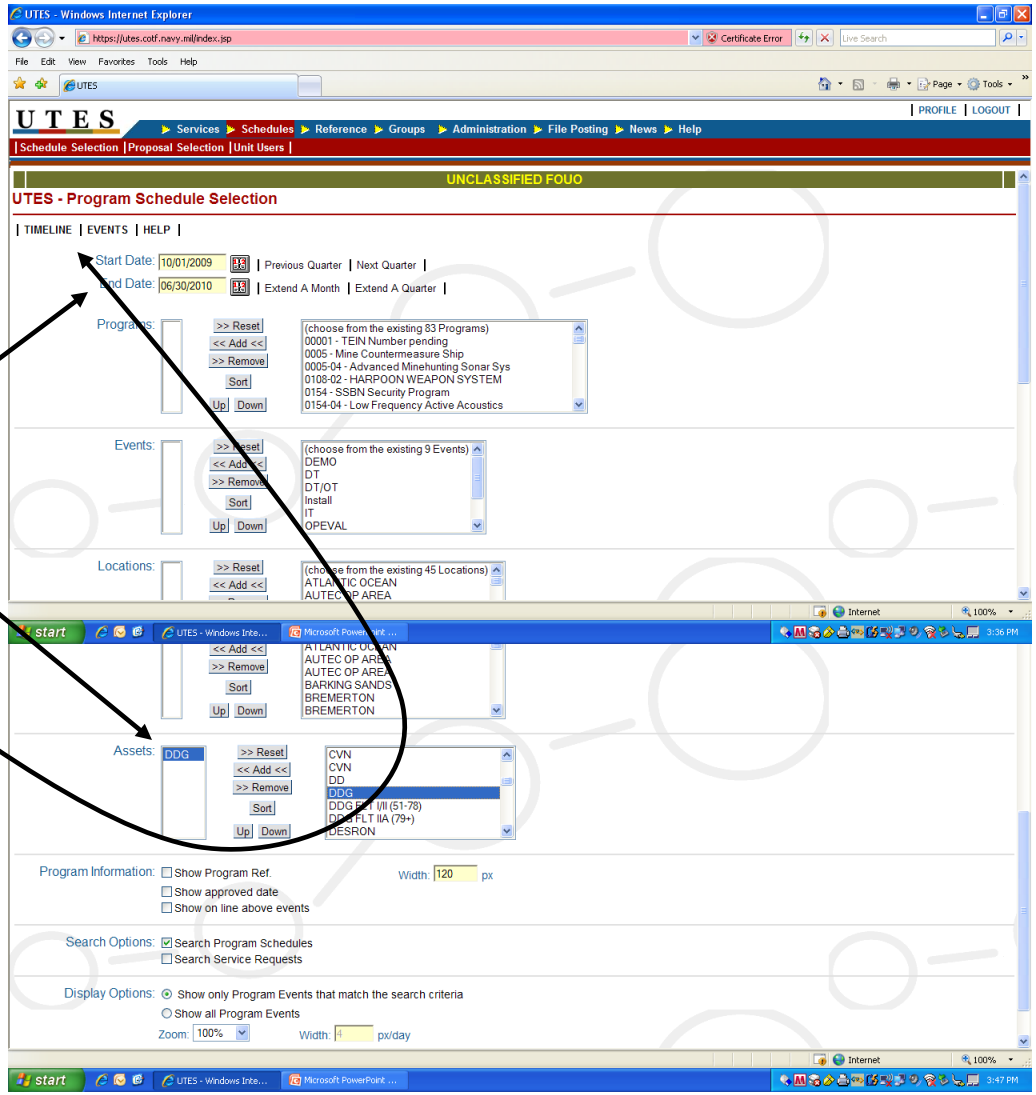


Viewing Program/Project Milestone Schedules

To view a schedule or several schedules pertaining to a particular query, select desired items from any of the drop down menus.

Example: If you are interested to know which programs might be Requesting a destroyer (DDG) during a given time period, you could simply choose the period and then add the DDG Within the asset window.

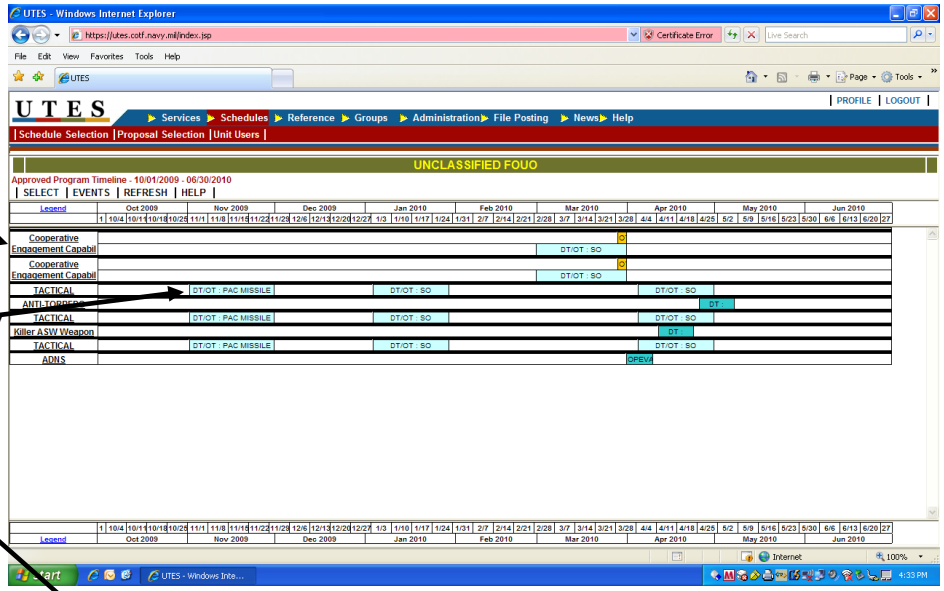
Select “Timeline”.

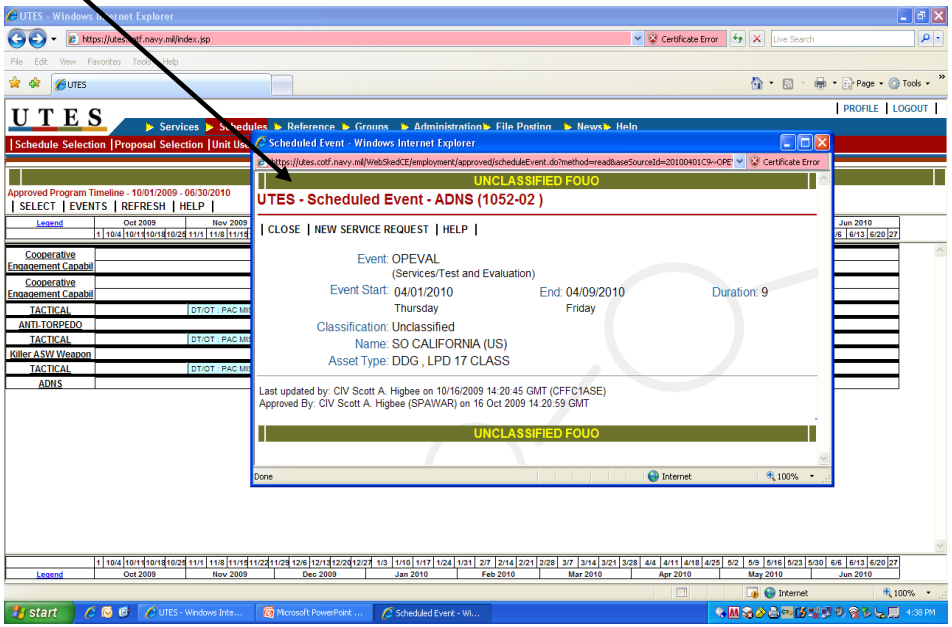


Viewing Program/Project Milestone Schedules

6. Any schedules which have been developed and which pertain to the data fields you selected in your query will display. To find out more about these schedules you can select the capability name on the left by placing your cursor on it and clicking. You can also learn more about the actual scheduled event by placing your cursor on the event and performing a left click.

7. Here is and example of the information you see when you select the event.




Scheduled Event - Windows Internet Explorer
UNCLASSIFIED FOUO
UTES - Scheduled Event - ADNS (1052-02)
CLOSE | NEW SERVICE REQUEST | HELP
Event: OPEVAL
(Services/Test and Evaluation)
Event Start: 04/01/2010
Thursday
End: 04/09/2010
Friday
Duration: 9
Classification: Unclassified
Name: SO CALIFORNIA (US)
Asset Type: DDG , LPD 17 CLASS
Last updated by: CIV Scott A. Higbee on 10/16/2009 14:20:45 GMT (CFFC1ASE)
Approved By: CIV Scott A. Higbee (SPAWAR) on 16 Oct 2009 14:20:59 GMT
UNCLASSIFIED FOUO

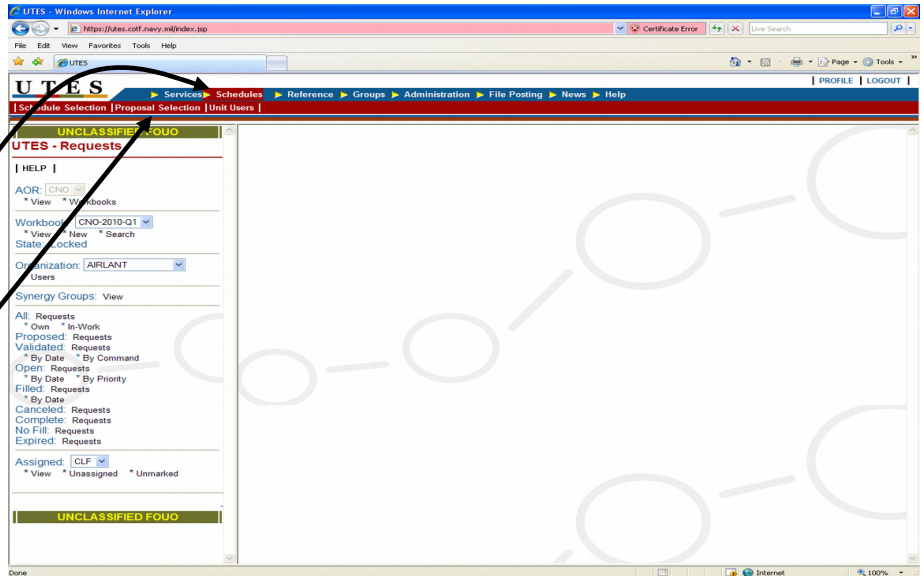
In addition, you can also enter a new Fleet Support Request for a given program from this screen by simply clicking on the event and then selecting “new fleet support request”.

If you see an event in which you’d like to consider collaborating with, you can go back to the services request and applicable quarter window and search fro the request. The request will contain more details about the event including the test coordinator POC info.

Creating a Program/Project Schedule

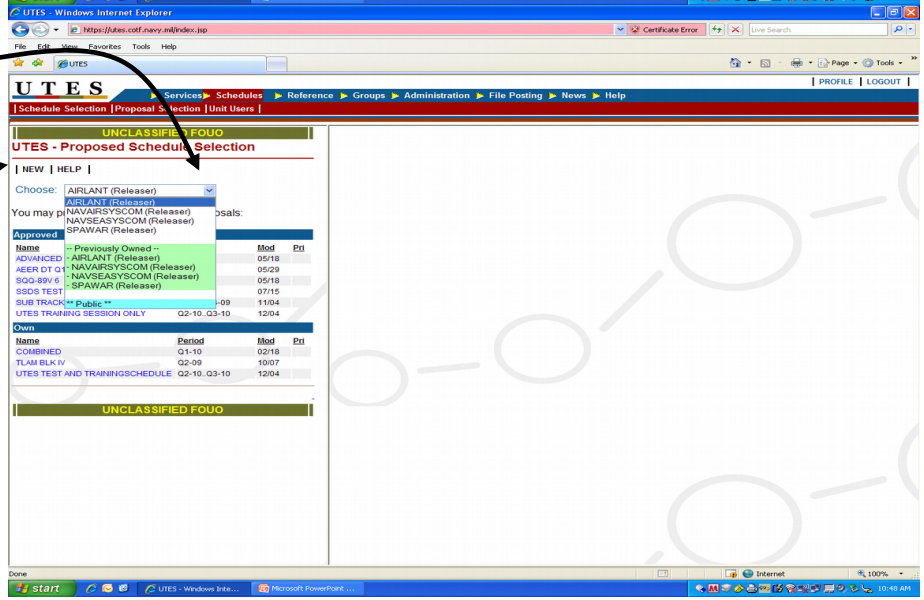
You may choose to utilize the "scheduling capabilities within UTES to share a program or project either within your own selective community, or with a wider user community in order to facilitate collaboration.

1. To Create a new Program or Project schedule, start by selecting the "Schedules" function tab. Then select the "Proposal Selection" tab.



2. Before proceeding, ensure that you select the applicable program SYSCOM from the drop down menu.

3. Then select "new".



Creating a Program/Project Schedule

4. Enter your “Schedule Name”. This can be any name that you want to call this schedule.

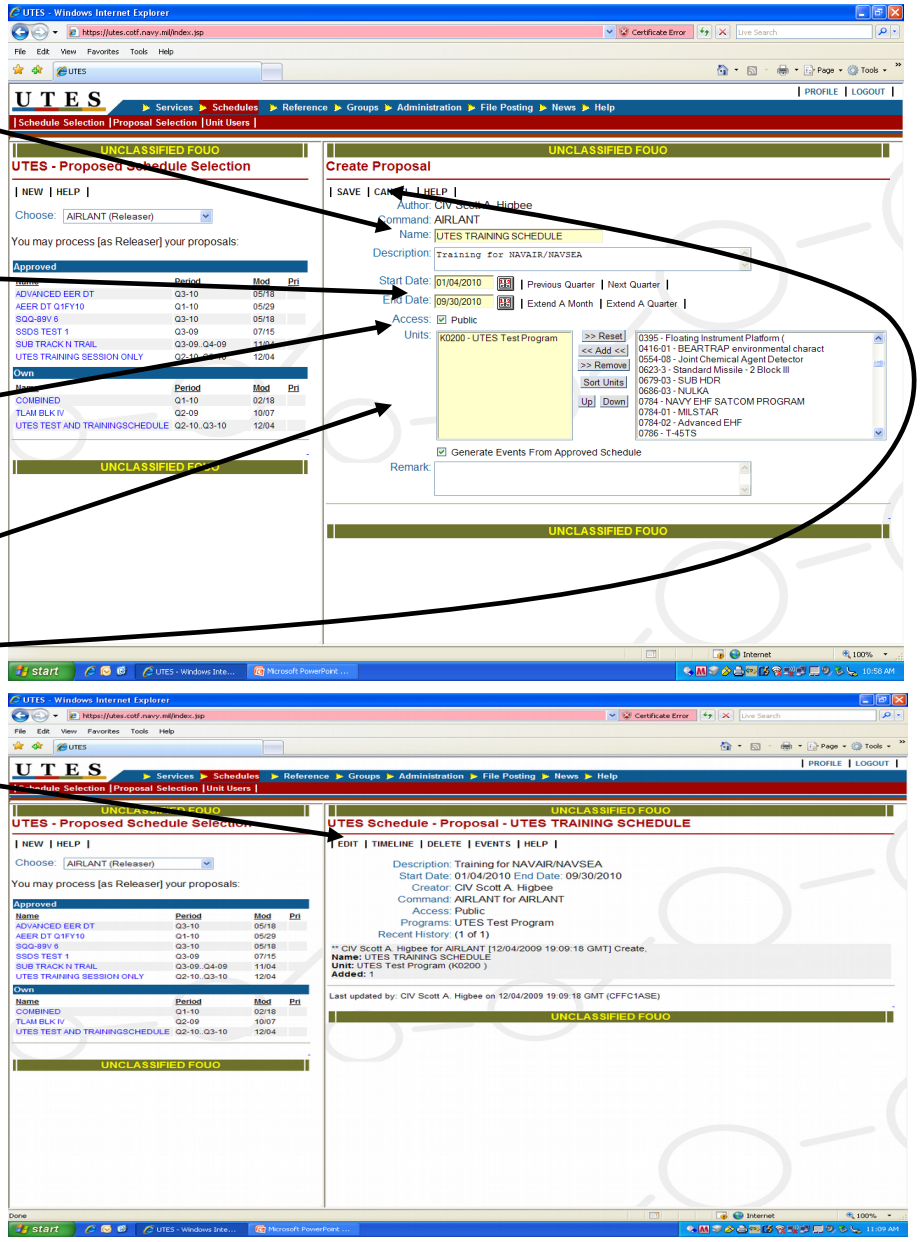
5. Enter the date range of your schedule. This may be a short duration schedule for a given event or a longer range schedule which spans the lifecycle of the program/project.

6. Check “public” if you’d like for the schedule to be made available for all subscribers to see.

7.Select your Program TEIN and Name from the drop down menu and add to the units window.

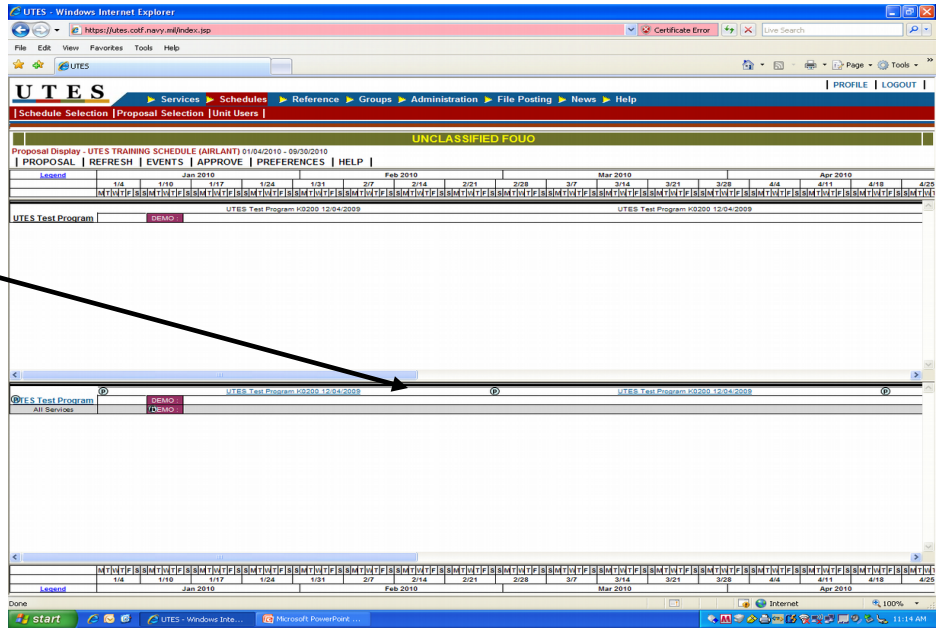
8.Select “Save”

9.When this display appears, select “Timeline”.


UTES - Windows Internet Explorer
U T E S
Services Schedules Reference Groups Administration File Posting News Help
Schedule Selection Proposal Selection Unit Users
UNCLASSIFIED FOUO
UTES - Proposed Schedule Selection
Create Proposal
Name: UTES TRAINING SCHEDULE
Description: Training for NAVAIR/NAVSEA
Start Date: 01/04/2010
End Date: 09/30/2010
Access: Public
Units: K0200 - UTES Test Program
Generate Events From Approved Schedule
Remark:
UTES Schedule - Proposal - UTES TRAINING SCHEDULE
EDIT | TIMELINE | DELETE | EVENTS | HELP

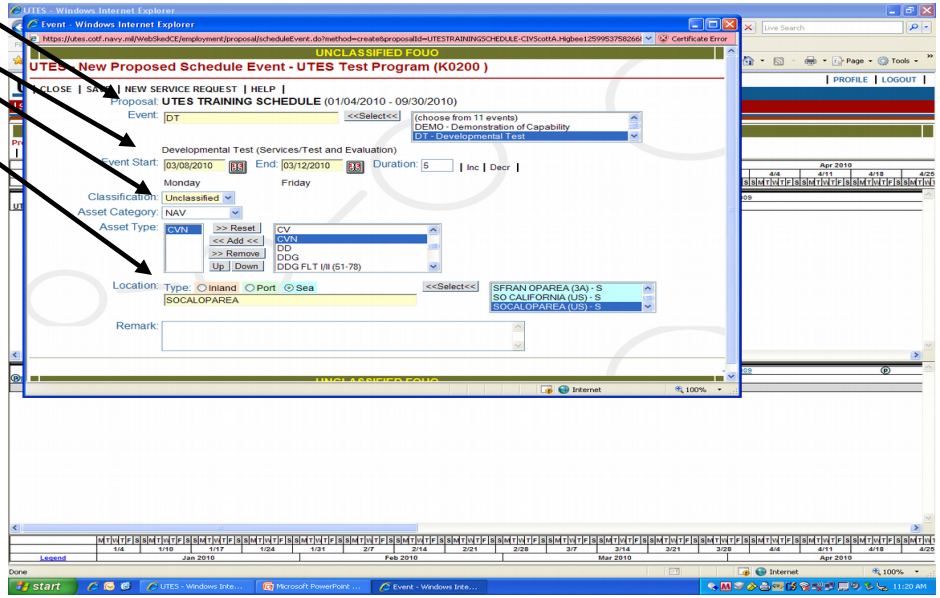
Creating a Program/Project Schedule

10. From this display, you may add proposed events by placing your cursor in the space shown here (within the proposed schedule window, and performing a left click.



11. Within this window populate event type , date range of the event, Choose Asset Category, Platform type/s, and location of the event.

12. Select “Save”



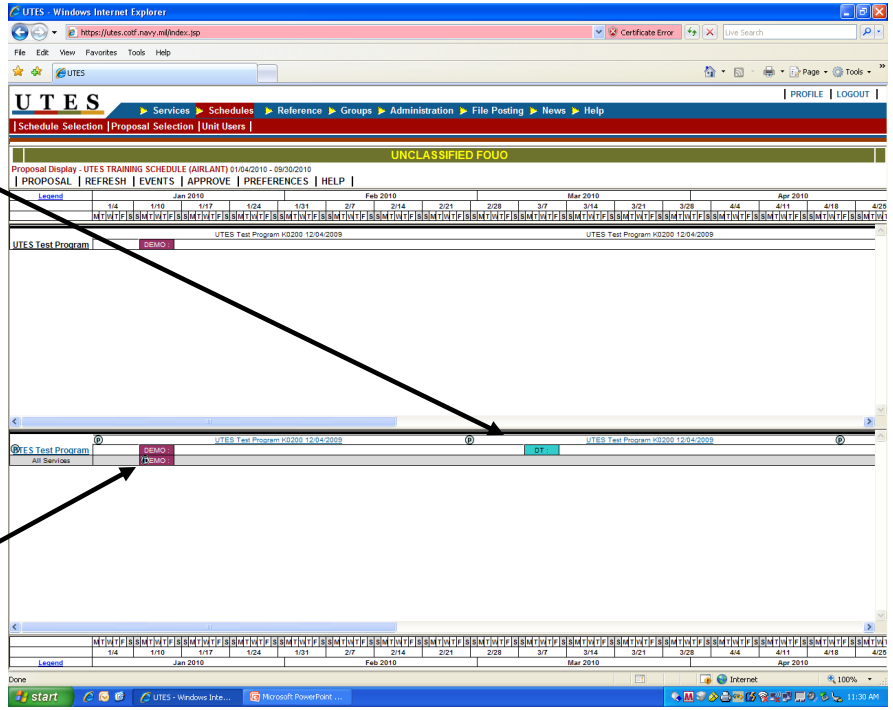
Creating a Program/Project Schedule

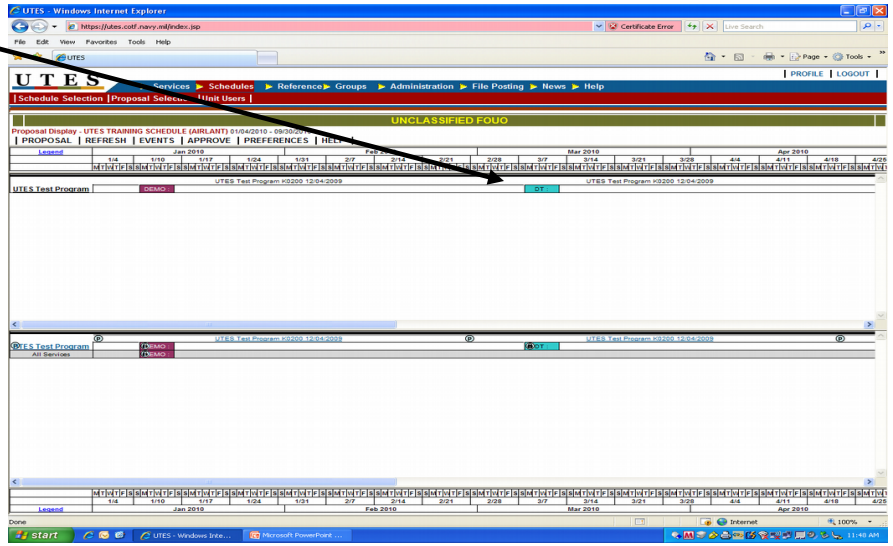
1. Your new event is now displayed in the proposal window.

2. You can keep the event as proposed or if desired you can approve it. It all depends on how you choose to use the application. You can choose to draft and enter a new Fleet Support Request by clicking on an event either in the proposed window or the approved window.

3. Once you submit a fleet support request for an event it will appear on the “services” line below the event.

4. Once you have approved an event, it moves to the approved window and can no longer be edited.





UTES POC’s

- COMOPTEVFOR PACFLT RDT&E FLEET RESOURCES MANAGER
  - Scott Higbee (Civilian) (619) 553-4568
  - higbees@cotf.navy.mil

- COMOPTEVFOR LANTFLT RDT&E FLEET RESOURCES MANAGER
  - CDR Robert Lucas (757) 282-5546 X3284
  - Robert.lucas@cotf.navy.mil

- COMOPTEVFOR UTES Help Desk
  - uteshelp@cotf.navy.mil